

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DEPT OF VETERANS AFFAIRS
PO BOX 942895 ROOM 403
SACRAMENTO, CA 94295-0001



Employee Name	BRAUTIGAN, ROGER
Expense Dates	09/26/09-10/20/09
Total Expense Amount	1297.87
Amount Due Employee	890.07
Form ID	TEA000512889

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	09/30	Lodging	100.13	
2)	10/01	Parking, Auto	15.00	
3)	10/12	Lodging	94.08	
4)	10/13	Lodging	125.31	
5)	10/13	Parking, Auto	25.00	
6)	10/14	Lodging	125.31	
7)	10/14	Parking, Auto	25.00	
8)	10/14	Dinner, Business	24.99	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes
2)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes

I have reviewed the following documents.

**Travel & Expense Account
Transmittal Sheet**

Approved by: _____

JOHN P TREMBLAY

Travel & Expense Account Summary

Employee Name ROGER BRAUTIGAN
Expense Dates 09/26/09-10/20/09
Report Name RB's September-October/09 Travel

Request Total \$ 1297.87
Direct Charge Total - 407.80
Travel Advances - 0.00
Net Due Employee = 890.07

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	CA Nat. Guad	12.65
Regular Travel	CACVSO	531.69
Regular Travel	CVB/Pathway	692.48
Regular Travel	VVA Chapter 500	61.05

NOTE: (d)=Direct Charge

DATE	Sat Sep 26									TOTAL
Mileage, Personal Auto	61.05									61.05
TOTALS \$	61.05									61.05

DATE	Wed Sep 30	Thu Oct 1	Fri Oct 2							TOTAL
Commercial Air Fare (d)	356.20									356.20
Dinner	18.00		18.00							36.00
Lodging	100.13									100.13
Mileage, Personal Auto	6.60	43.45	49.50							99.55
Breakfast		6.00	6.00							12.00
Lunch		10.00								10.00
Auto Rental (d)		51.60								51.60
Parking, Auto		15.00								15.00
Incidentals		6.00	6.00							12.00
TOTALS \$	480.93	132.05	79.50							692.48

Travel & Expense Account Summary

DATE	Mon Oct 12	Tue Oct 13	Wed Oct 14	Thu Oct 15						TOTAL
Lunch	10.00	10.00	10.00	10.00						40.00
Dinner	18.00	18.00								36.00
Lodging	94.08	125.31	125.31							344.70
Breakfast		6.00	6.00	6.00						18.00
Parking, Auto		25.00	25.00							50.00
Incidentals		6.00	6.00	6.00						18.00
Dinner, Business			24.99							24.99
TOTALS \$	122.08	190.31	197.30	22.00						531.69

DATE	Tue Oct 20									TOTAL
Mileage, Personal Auto	12.65									12.65
TOTALS \$	12.65									12.65

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	VVA Chapter	09/26/09	Mileage, Personal Auto	61.05	Cash
Regular Travel	CVB/Pathway	09/30/09	Commercial Air Fare	356.20	Direct Charge
Regular Travel	CVB/Pathway	09/30/09	Dinner	18.00	Cash
Regular Travel	CVB/Pathway	09/30/09	Lodging	100.13	Cash
Regular Travel	CVB/Pathway	09/30/09	Mileage, Personal Auto	6.60	Cash
Regular Travel	CVB/Pathway	10/01/09	Breakfast	6.00	Cash
Regular Travel	CVB/Pathway	10/01/09	Lunch	10.00	Cash
Regular Travel	CVB/Pathway	10/01/09	Auto Rental	51.60	Direct Charge
Regular Travel	CVB/Pathway	10/01/09	Mileage, Personal Auto	43.45	Cash
Regular Travel	CVB/Pathway	10/01/09	Parking, Auto	15.00	Cash
Regular Travel	CVB/Pathway	10/01/09	Incidentals	6.00	Cash
Regular Travel	CVB/Pathway	10/02/09	Breakfast	6.00	Cash
Regular Travel	CVB/Pathway	10/02/09	Dinner	18.00	Cash
Regular Travel	CVB/Pathway	10/02/09	Incidentals	6.00	Cash
Regular Travel	CVB/Pathway	10/02/09	Mileage, Personal Auto	49.50	Cash
Regular Travel	CACVSO	10/12/09	Lunch	10.00	Cash
Regular Travel	CACVSO	10/12/09	Dinner	18.00	Cash
Regular Travel	CACVSO	10/12/09	Lodging	94.08	Cash
Regular Travel	CACVSO	10/13/09	Breakfast	6.00	Cash
Regular Travel	CACVSO	10/13/09	Lunch	10.00	Cash
Regular Travel	CACVSO	10/13/09	Dinner	18.00	Cash
Regular Travel	CACVSO	10/13/09	Lodging	125.31	Cash
Regular Travel	CACVSO	10/13/09	Parking, Auto	25.00	Cash
Regular Travel	CACVSO	10/13/09	Incidentals	6.00	Cash
Regular Travel	CACVSO	10/14/09	Breakfast	6.00	Cash
Regular Travel	CACVSO	10/14/09	Lunch	10.00	Cash
Regular Travel	CACVSO	10/14/09	Lodging	125.31	Cash
Regular Travel	CACVSO	10/14/09	Parking, Auto	25.00	Cash
Regular Travel	CACVSO	10/14/09	Incidentals	6.00	Cash
Regular Travel	CACVSO	10/14/09	Dinner, Business	24.99	Cash
Regular Travel	CACVSO	10/15/09	Breakfast	6.00	Cash
Regular Travel	CACVSO	10/15/09	Lunch	10.00	Cash
Regular Travel	CACVSO	10/15/09	Incidentals	6.00	Cash
Non-Travel Expenses	CA Nat. Quad	10/20/09	Mileage, Personal Auto	12.65	Cash